



City of Tempe

PLANT OPERATIONS AND MAINTENANCE TRAINEE+ (SBP)

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	122	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$21.629808
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$29.054808
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plant Operator+ (SBP)
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Skilled Craft
<i>Physical:</i>	Yes		

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives close supervision from a Plant Supervisor or other supervisory staff.

Receives guidance and training from other staff members on the team.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six (6) months of experience in treatment, distribution, or maintenance for a water utility. College-level coursework in water or wastewater treatment will substitute for the experience.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none">● Possession of a valid driver's license.● Possession of Grade I certification in water treatment or wastewater treatment or Grade I certifications in collection and distribution (as appropriate to the assignment) issued by the State of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. This is the entry level class in a flex series for the skill-based pay Plant Operator+ and Plant Mechanic classifications. This class is distinguished from the skill-based pay Plant Operator+ or Plant Mechanic by the performance of more

routine tasks and duties assigned to positions within the other two areas. Within Plant Operations, the Trainee+ will learn and assist in monitoring plant functions through reading computer displays and working with maintenance staff in performing minor maintenance of plant equipment. Within Plant Maintenance, the Trainee+ will learn and assist in the performance of a variety of semi-skilled maintenance and repair activities in support of water and wastewater system facilities and equipment. This is the training classification in a flex series, and as such, the department may reclassify the employee to one of the higher-level classes in the flex series once the employee is off probation, meets the minimum qualifications, and is performing the work of the higher-level classification.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

When assigned to Plant Operations:

- Assist in monitoring plant functions by reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; changing plant operations to adjust to changing processing needs, adjusting pumps, flow valves and feeder systems.
- Assist in making hourly rounds of the plant performing a variety of duties pertaining to water and/or wastewater treatment and plant maintenance; observing variations in operating conditions and monitoring plant functions by interpreting computer information (i.e. SCADA), meter, gauge, graph, and control panel readings and test results to determine processing requirements.
- Assist in collecting liquid samples and performing a variety of laboratory tests; documenting results and taking appropriate actions; entering data into a computer and compiling readings and test results into hourly, daily and monthly reports.
- Assist in operating valves, gates, pumps, motors and generators in controlling treatment processes.
- Assist in calculating flow rates and calibrating valves and feeder systems.
- Perform related duties as assigned.

When assigned to Plant Maintenance:

- Assist in the maintenance and repair of water or wastewater, pumps, feeder systems; maintain booster stations; adjust flow gates, check valves, clean basins, motors, and air lines; install bearings in shafts and motors.
- Assist in maintenance of pumping stations; maintain and repair pumps; replace bearings, valves, seals and sleeves, and repack pumps.
- Assist in performing regularly scheduled preventive maintenance work on plant and pumping station equipment; maintain comprehensive logs of all maintenance work done on equipment.
- Assist in the design and/or modification of existing equipment and systems as needed; prepare reports and sketches of installations or changes.
- Assist in repairing chlorination/UV systems and metering equipment.

- Assist in repairing air compressors.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. pick-up trucks);
- Operate city equipment (i.e. power cart, crown hand truck, and forklift);
- Use power tools (i.e. power washer);
- Use tools (i.e. hammers, wrenches, screwdrivers, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification (maintenance and repair of pipes, valves, and motors);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- Other physical attributes essential to the classification (i.e. collecting liquid samples and perform laboratory tests).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2000

Revised October 2004

Revised October 2006 (MQs)

Revised April 2011 (added SBP to title; reports to Plant Supervisor)

Revised January 2017 (add physical/mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)